

# Register Now!



## Redmond Residents:

**Registration Begins Tuesday, August 9**

*(Those residing or working within city limits.)*

## Non-Residents:

**Registration Begins Tuesday, August 16**

*(Those residing outside Redmond city limits.)*



**ONLINE: [www.redmond.gov](http://www.redmond.gov)**

- Go OnLine to obtain a PIN and Client ID number, update, or add to your family account information. New accounts will usually receive access within one business day, existing accounts use the "forgot my password" feature to immediately receive your log-in information via email.
- Go to Redmond Parks & Rec OnLine, Have your PIN, Client ID and credit card handy.
- Follow the directions OnLine.
- Print a receipt – there may be additional information about the class.
- Pin/ID confirmation may take up to 24-48 hours for new accounts. If needed sooner, please call 425-556-2300.
- Some classes are unavailable for OnLine registration, stated in the class description.



**For 50+ Programs,  
call 425-556-2314**

**Note:** Early registration will not be accepted. Be sure to indicate if you work in Redmond City limits before you register.



## PHONE

Call: 425-556-2300

By VISA/MasterCard ONLY!  
\$10 Minimum

Monday - Friday:  
8am - 8pm

For TTY calls,  
please dial 711 for TRS



## IN PERSON

Monday: Fri 8am-8pm

Recreation Office:

Old Redmond  
Schoolhouse  
Community Center  
16600 NE 80 St  
Redmond, WA 98052



## FAX

Fax: 425-556-2303

24-hour convenience:  
VISA/MC

Please print clearly.  
(See mail-in/fax  
information below.)



## MAIL

Send form & payment by  
check or credit card to:

CITY OF REDMOND  
Parks & Recreation  
Department MS: ORSPK  
PO Box 97010  
Redmond WA 98073-9710

*Classes often fill before we receive  
mailed-in registrations.*

## General Policies & Procedures

- One family per registration form (photo copies okay).
- Pre-registration required for all programs; no in-class registrations will be accepted.
- Register early before classes are filled or canceled.
- For phone, mail, faxed registrations: confirmation receipts are emailed or mailed. Call if you don't receive one, 425-556-2300. Print a confirmation receipt yourself with OnLine registration.
- For Farrel-McWhirter Preschool Refund Policy, see Preschool Parent Guide.
- Residency rates apply to **non-resident employees** who work inside Redmond city limits. **Family members are included.**
- **Visitation or observation of classes** is not encouraged, because drop-in attendance can affect the quality of the class experience for registered participants. In some cases, with prior approval of the program administrator, we can make an exception. Please direct inquiries to the Recreation office, 425-556-2300.
- Photographs and videotapes may be taken by staff for future publications.

## A Note to Parents

Scholarships available, please make a confidential contact with the Recreation Office, 425-556-2300.

**For More  
Information  
Please Call  
425-556-2300**



# Registration Form

For More Information Please Call 425-556-2300 • Fax 425-556-2303

Mail to: Redmond Parks & Recreation, MS: ORSPK, P.O. Box 97010 • Redmond, WA 98073-9710  
Make checks payable to City of Redmond (Only one family per form. Photocopies are accepted.)

## OFFICIAL USE

Ck \_\_\_\_\_

Cash \_\_\_\_\_

CC \_\_\_\_\_

Credit \_\_\_\_\_

Staff \_\_\_\_\_

### NAME

Adult Last: \_\_\_\_\_

First: \_\_\_\_\_

Evening phone: (\_\_\_\_) \_\_\_\_\_

Day phone: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Adult working in city limits: \_\_\_\_\_ and \_\_\_\_\_

Work phone: (\_\_\_\_) \_\_\_\_\_

PARTICIPANT NAME	M/F	CHILD BIRTHDATE	CLASS #	PROGRAM NAME	FEE	ALTERNATE CLASS # & NAME

**Total \$**

*If your first choice is full, you will automatically be registered in your alternate. Please check your confirmation card.*

*I hereby authorize the use of photographs and/or videotapes of my child/children/ward, or myself as part of the City of Redmond promotions. If you do not want your photos or videos published, please notify your instructor on the first day of class.*

### Credit Card Information:



☐ VISA ☐ MC

Card No. \_\_\_\_\_

Exp. Date \_\_\_\_\_ Signature \_\_\_\_\_

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

## Withdrawal, Transfer & Refund Policies

### Program Satisfaction Guarantee:

Your satisfaction in our programs is guaranteed. If you are not completely satisfied with any class or program, you may request a refund in writing prior to completion of the class or program session. Email requests may be sent to recreationrefunds@redmond.gov.

### Don't Let a Good Program Die!

By withdrawing from a class several days prior to its start date, you help us provide better customer service. We are better able to either fill your spot or notify other registrants in a timely manner that the class is cancelled due to low enrollment.

### Withdrawal/Refund Guidelines: Classes, Trips & Programs

#### Withdrawal

More than seven days before start date...90% Refund

Less than seven days before start date ....50% Refund

Cancelled Class.....100% Refund

Special refund requests will be considered on a case-by-case basis. If you find it necessary to withdraw due to serious circumstances that affect your class participation, please direct your request in writing to the Business Administrator. Requests may be sent by email to recreationrefunds@redmond.gov.

### Events/Tickets Purchases:

No ticket refunds. Event takes place rain or shine.

### Farrel-McWhirter Preschool Refund Policy:

Please see Preschool Parent Guide, available at the Recreation office.

### Facility &/or Field Rentals:

Cancellation and/or changes on facility or field rentals are subject to policies and fees noted on the Rental contract. Please contact our rental coordinator for more information at 425-556-2386 for specific policies.